

~~RESTRICTED~~
Security Information

25X1A9a

Employee Suggestion - [REDACTED]

No. 143

14

A. Information about the Suggestor:

[REDACTED] GS-9, Intelligence Officer, DD/P/EE

25X1A9a

B. Summary of the Suggestion:

The suggestor proposes a strictly enforced ruling that regular files in DD/P be charged out only on a 24 hour basis and hand-carried to and from Registry. Additionally proposed is the creation of a searching group in Registry which would have as its function the running down of missing files and assembling them in Registry so that case officers would have access to all the desired files at once. The provision of more adequate space in Registry for those wishing to examine documents there would reduce the need of charging out so many files. The suggestor believes that case officers waste a great deal of time trying to get documents from the files. Frequently, documents requested from Registry had been charged out to various desks throughout I, J, K, & L Bldgs. The case officer has to run down the files from office to office, usually at a considerable loss of time.

C. Estimated Savings:

The suggestor makes no estimate of monetary savings although she believes that the work of the Agency would be expedited and that many hundreds of manhours would be saved if the suggestion was adopted.

D. Evaluation:

The Office of the Chief of Administration, DD/P states that "Both the observations made in this suggestion are extremely valid, however, there are strong reasons why the suggestion cannot be fully implemented. With respect to suggestion a), a 24 hour charge-out time would be unrealistic bearing in mind the physical dispersion in DD/P units of organization. Additionally, bearing in mind the present clerical shortage, it would be an undue imposition on the units of organization to require that all RI files be hand-carried. Suggestion b) cannot be fully implemented because of T/O limitations in creating a searching group, and because of lack of an adequate space allotment to DD/P whereby reading room area could be made available to the various case officers."

E. Note:

Rejection of this suggestion appears indicated in view of the evaluation above. A commendatory letter appears warranted for the constructive thinking and initiative shown by the suggestor.

~~RESTRICTED~~
Security Information